

Department of Land Management
Building and Zoning Division
116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

Phone: (631) 287-5700
Fax: (631) 287-5754

TOWN OF SOUTHAMPTON



JAY SCHNEIDERMAN
TOWN SUPERVISOR
WWW.SOUTHAMPTONTOWNNY.GOV

KYLE P. COLLINS, AICP
TOWN PLANNING AND
DEVELOPMENT ADMINISTRATOR

MICHAEL BENINCASA
CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE _____ DATE _____

COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST **INTERIOR RENOVATIONS/ALTERATIONS** **(Permitted Use Only) ***

Applications and forms must be filled out in their entirety. **Incomplete applications will not be accepted.**

****Note: Please be advised additional documentation may be required by the Building Division****

ALL APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS:

- ☐ 5 copies of survey prepared by a licensed surveyor, illustrating Proposed construction
- ☐ 3 sets of plans prepared by a licensed professional illustrating compliance with NYS building and Fire
 - When in flood zone plans must indicate compliance with FEMA Flood Plain Ordinance
- ☐ [Building Permit Application](#) (original)
- ☐ ComCheck
- ☐ Completed [NYS Uniform Fire Prevention & Building Code Form](#)
- ☐ 1 copy of principal structure certificate of occupancy (can be obtained for a fee from the Building Division)
- ☐ Certificate of Commercial Compliance
- ☐ Workman's compensation
- Applicable Forms: C 105.2, U26.3, CE 200. **ACORD FORM NOT ACCEPTED**
- ☐ Fee (Based on cost estimate & Plumbing Fixtures, *If applicable*)

****Note: Fees will be calculated at Front Desk at time of Submittal****

ADDITIONAL DOCUMENTATION REQUIRED AS MAY BE APPLICABLE

- ☐ Written cost estimate on contractor's letterhead
- ☐ [Electrical Permit](#): If electrical work is proposed. *Electrician must have an active license with Suffolk County*
FILED SEPARATELY
- ☐ [Landmarks and Historic District Application](#) or Approval Letter: when Structure has a Pre-Existing Certificate of Occupancy or is constructed prior to 1941
- ☐ [Plumbing Application](#): If plumbing is proposed. *Plumber must have active license with Town of Southampton*
- ☐ Planning Board approval (approved site plan with Planning Board resolution)

****Note: Color Photographs of all four sides of the structure are required for Buildings with a Pre-existing Certificate or when no Certificate of Occupancy exists****

Verification of Ownership or Authorization

- ☐ Original Signed & Notarized Agent Letter: If applicant is other than owner.
- ☐ Copy of Deed: If property has been owned for less than a year
- ☐ Proof of Corporation, LLC, Trusts, Funds or Business Ownership (i.e.: Original Notarized Opinion Letter, Operating Agreement or Minutes listing members)

****Note: Documents *MUST* list name of member(s) that are authorizing the submittal of this application****

***Confirm if subject use is "Permitted" in the applicable zoning district as indicated by a "P" in the [Use Table](#)**